



JOB OPPORTUNITY

CALIFORNIA STATE DEPARTMENT OF INSURANCE

ASSOCIATE GOVERNMENTAL PROGRAM ANALYST

\$4,488.00 - \$5,618.00

HUMAN RESOURCES MANAGEMENT DIVISION

TECHNICAL RESOURCES UNIT

SACRAMENTO

(PENDING BUDGETS APPROVAL)

RESPONSIBILITIES:

Under the direction of the Personnel Transactions Manager, serves as the Technical Resources Analyst performing varied and complex technical and personnel related work. Provides technical expertise, training, guidance, assistance and support to employees, supervisors, and managers regarding administrative personnel matters. Acts as web analyst and project leader on Human Resources Management Division's (HRMD) internet/intranet websites. Works independently as a web specialist interacting with the Information Technology Division's (ITD) web services, users, and application developers. Performs problem analysis and provides effective solutions.

The AGPA serves as a the primary correspondence writer, creates, edits, and revises policies and procedures for the HRMD and the Personnel Transactions Unit and serves as the primary MIRS analyst.

Accurately tracks all California Department of Insurance positions, monitor vacancies and reconcile position issues with the State Controller's Office (SCO) and in cdiHR.

Acts as the primary back up to the Department's Filing Officer in the coordination of the department's annual filing requirements for positions designated as conflict of interest positions.

DESIRABLE QUALIFICATIONS:

- Proficiency in website/intranet design, development, and maintenance;
- Strong written communication skills with the ability to analyze data
- Experience in writing procedures, policies, and manuals
- Ability to work independently under general direction;
- Ability to handle multiple priorities effectively;
- Ability to communicate effectively and make presentations before groups;
- Ability to develop effective working relationships with all levels of staff
- Ability to create MIRS reports
- Ability to create business forms

07/03/15 RJ

DO NOT SUBMIT APPLICATIONS TO CalHR

The State of California is an equal opportunity employer to all, regardless of age, ancestry, color, disability (mental and physical), exercising the right to family care and medical leave, gender, gender expression, gender identity, genetic information, marital status, medical condition, military or veteran status, national origin, political affiliation, race, religious creed, sex (includes pregnancy, childbirth, breastfeeding and related medical conditions), and sexual orientation.



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- Knowledge of CommonSpot
- Knowledge of human resource laws, rules, policies, procedures, programs, and practices

WHO MAY APPLY:

Applications will be accepted from current State employees at the Associate Governmental Program Analyst, those within transfer range, or individuals who have list eligibility. All applications will be reviewed; however, only the most qualified candidates will be interviewed. ***All applicants must clearly indicate the basis of their eligibility (i.e. SROA, surplus, reemployment, reinstatement, transfer, or list eligibility) on the State application.***

All applicants, regardless of the type of eligibility, must provide proof of meeting the minimum qualifications of the classification. To view the minimum qualifications, please visit [CalHR Job Descriptions](#) and type in either the class code or title of the classification for which you are applying.

Failure to provide proof of meeting the minimum qualifications of the classification through experience and/or education (if required) will eliminate you from being considered for the position.

APPLICATION PROCEDURE:

Please mail a completed standard [State Application STD 678](#) and proof of meeting the minimum qualifications of the classification to Reginald Justo, Department of Insurance, Human Resources Management Division, 300 Capitol Mall, 13th Floor, Sacramento, CA 95814. **Failure to provide proof of meeting the minimum qualifications of the classification through experience and/or education (if required) will eliminate you from being considered for the position.**

DO NOT EMAIL APPLICATION. Emailed applications will not be accepted. **PLEASE INDICATE “Associate Governmental Program Analyst, PSN # 413-191-5393-001” ON THE STATE APPLICATION.** Applications must be postmarked by the final filing date to be considered. For additional information, please call Reginald Justo at (916) 492-3351.

FINAL FILING DATE: Friday, July 17, 2015 - Close of Business (5:00 p.m.)

NOTE: Possession of minimum qualifications will be verified prior to interview and/or appointment. If it is determined an applicant does not meet the minimum qualifications, the application will be forwarded to CalHR for review and the applicant's name may be removed from the eligibility list.

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